

Minutes of GeoPlace LLP Board Meeting

Thursday 26th March at 2pm

Meeting held online via Microsoft Teams

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
	Paul Bragg (PB)	OS
Minutes recorded by	Catherine Wright (CW)	GeoPlace
In attendance	Alan Mockford (AM)	OS
	Nick Chapallaz (NC)	GeoPlace

Apologies: None

1. Quorum and Confirmation of chair of the meeting

Claire Holloway (CH) was confirmed as Chair of the meeting.

The Board agreed that the meeting was time limited due to urgent responses to COVID-19 and so reduced the agenda to a selected number of items.

2. Minutes of the last meeting

The Board agreed the minutes of the last meeting.

3. Review of actions

Actions items from the minutes of previous meetings:

On-going from 12th December 2019

Action 1: AM has provided progress against new business targets including budgeted and unbudgeted sales within the finance report. The Board agreed it could be discussed further as required.

Action 2: JK to investigate the variation of success in different markets. The Board agreed to roll this action over to the next meeting.

From 12th December 2019 meeting

Action 1: NC to work with PB to investigate the best approach for a joined-up marketing strategy for repeatable propositions including data matching.

Action 2: NC confirmed that finding a replacement for the LAOS server was underway.

Action 3: NC confirmed a post implementation review of the GET project would take place once the GET project had been completed.

Action 4: CH and JW to look further at point 5 of the strategy for GeoPlace as a delivery partner for LGA to provide more detail for GeoPlace to take forward.

Action: LGA to look further at the strategy for GeoPlace as a delivery partner.

Action 5: Agreements to support the new Public Sector Geospatial Agreement (PSGA) have been signed by the GeoPlace Board.

Action 6: NC suggested three options for a review of board effectiveness.

Action: NC will circulate a paper to the Board on the pros and cons of either an online review with external support and an online checklist approach.

Action: CH to share LGA Corporate Governance code briefing with JW.

4. Coronavirus update and implications for GeoPlace

NC explained that through its Business Continuity Planning group, strong IT systems and the experience of a recent power outage incident in the office that GeoPlace were well prepared for the impact of COVID-19. Staff were asked to work from home from the 17th March and adapted well to the new working conditions. There is significant focus on staff communication, health and wellbeing.

The Executive Management Team (EMT) took the decision to pause the switchover phase of the GET project until a point at which any new risks could be mitigated.

NC explained that local authorities largely continued to supply data with a handful struggling to access systems, and that regional chairs groups were providing support. NC also confirmed the DfT Street Manager project deadline has been moved to 1st July.

Action – NC will share the results of a GeoPlace survey of challenges faced by authorities with JW once complete.

NC stated that any more support from LGA would be valuable, particularly messages to local authority senior teams.

Action – NC to draft a note outlining the value of underlying data in managing the crisis for CH to use in LGA communication.

NC provided an update on the data matching and related support GeoPlace has been providing along with OS to government departments such as Cabinet Office, NHS and Welsh Government.

The Board expressed their thanks to the GeoPlace team for their response and to the staff who have supported staff in moving to working from home.

5. Finance Report

The Board discussed several items related to the finance report.

AM requested Board approval for cash distribution to remain as planned.

Decision – The Board agreed to maintain the cash distribution as recommended.

AM confirmed the payments will be made before 31st March 2020.

6. Geospatial Commission and PSGA

JK updated the Board on progress with signing the PSGA. Following minor clarifications, it should be signed on March 30th.

The Board reviewed and agreed the

- Variation Agreement to the OS Distribution Agreement
- Variation Agreement to the GeoPlace Streets Data Licence and API Agreement and authorised the Chair (CH) to sign and return both documents on behalf of the GeoPlace LLP.

7. GeoPlace reorganisation

The Board discussed the paper submitted by NC in relation to GeoPlace reorganisation. The Board confirmed that they endorsed the plan.

8. GeoPlace Business Plan

The Board agreed to approve the business plan subject to any further comments that Board will send to NC by Friday 6th April.

9. Any other business

The Chair closed the meeting and the Board agreed a special meeting could be called before the next meeting in June, if any PSGA related update was required.